

**COLLEGE STUDENT AID COMMISSION[283]**

**Adopted and Filed**

Pursuant to the authority of Iowa Code section 261.3, the Iowa College Student Aid Commission hereby amends Chapter 1, "Organization and Operation," Iowa Administrative Code.

The rules in Chapter 1 describe the organization and operations of the Commission. These amendments update the Commission's address, clarify meeting procedures, update information concerning fees for public records, and eliminate advisory council requirements.

Notice of Intended Action was published in the Iowa Administrative Bulletin as **ARC 1123C** on October 16, 2013. These amendments are identical to those published under Notice.

These amendments were adopted during the January 17, 2014, meeting of the College Student Aid Commission.

After analysis and review of this rule making, the Commission finds that there is no impact on jobs.

These amendments are intended to implement Iowa Code chapter 261.

These amendments will become effective on March 26, 2014.

The following amendments are adopted.

ITEM 1. Amend subrule 1.2(1) as follows:

**1.2(1) Location.** The commission is located ~~in the Iowa Building, 603 East 12th Street, 5th Floor~~ at 430 East Grand Avenue, Third Floor, Des Moines, Iowa 50309-3609 ~~50309-1920~~; telephone (515)725-3400; ~~Web Internet site www.iowacollegeaid.org~~ www.iowacollegeaid.gov. Office hours are 8 a.m. to 4:30 p.m., Monday to Friday. Offices are closed on Saturdays and Sundays and on official state holidays designated in accordance with state law.

ITEM 2. Amend paragraph **1.2(3)"d"** as follows:

*d.* A specific time is set aside at each meeting for the public to address the commission. As a general guideline, a limit of five minutes will be allocated for each of these presentations. If a large group seeks to address a specific issue, the chairperson may limit the number of speakers. Members of the public who wish to address the commission during this portion of the meeting are required to ~~fill out a card, which is available upon request, that is to be given to~~ notify the commission's ~~confidential administrative secretary~~ prior to the meeting. The person's name and the subject of the person's remarks ~~must be noted~~ provided. To accommodate maximum public participation, members of the public are encouraged to submit ~~the cards~~ requests at least 72 hours in advance of the meeting.

ITEM 3. Amend subrule 1.2(4) as follows:

**1.2(4) Minutes.** The minutes of all commission meetings are recorded and kept by the executive director in the commission office. Upon approval by the commission, minutes are posted on the commission's ~~Web Internet~~ site.

ITEM 4. Amend subrule 1.2(5) as follows:

**1.2(5) Records.** The records of all business transacted and other information with respect to the operation of the commission are public records and are on file in the commission office. All records, except statements specified as confidential under these rules, are available for inspection during regular business hours. ~~(Copies of records up to ten 25 pages in number may be obtained without charge. The cost of reproduction will be charged for pages in excess of ten 25. Digital media will be provided for a fee equal to the cost of the physical device provided. The charge may be waived by the executive director.)~~

ITEM 5. Rescind and reserve subrule **1.2(7)**.

[Filed 1/20/14, effective 3/26/14]

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EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 2/19/14.